

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 1/17/2018 7:39:05 PM
To: DAA-Career [DAACareer@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Allen, Reginald [Allen.Reginald@epa.gov]; DRA [DRA@epa.gov]; ARA [ARA@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Flynn, Mike [Flynn.Mike@epa.gov]
Subject: Contingency Planning - Updates/Changes to List of Excepted Personnel, Due 1 pm Eastern Time, January 18
Attachments: FORMAT FOR CHANGE IN EXCEPTED AND EXEMPTED LISTS.xlsx

On behalf of John Showman, I wanted to reach out and check with all offices/regions to see if you needed to make any changes to your list of excepted personnel. The government is currently funded thru Friday, January 19, 2018. Prudent management requires us to be prepared to implement our contingency plan for a shutdown should there be a lapse in funding.

I am attaching a template to use in the event you need to add or delete any individuals from your last list. **Please use this template for any changes** and make sure the EMPLID is correct as OCFO needs that information for timekeeping purposes in the event of a shutdown. **Any changes to your list of personnel should be sent to John Showman with a cc: to me no later than 1 pm Eastern Time, Thursday, January 18, 2018.**

Please give me a call at 202-564-3184 if you have any questions.

Thanks,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738